

**HUMAN RESOURCE ENTERPRISE
CUSTOMER COUNCIL MEETING
Grimes North Conference Room
August 13, 2003 at 1:30 p.m.**

Agenda Item	Notes
Member's Present:	Nancy Richardson, Chair-Transportation, John Craig, Vice-Chair-AFSCME, Bill Gardam-Human Services, Bev Schmeling-Public Safety, Cindy Morton-Revenue, Roger Stirler-Education, Penny Westfall-Law Enforcement Academy, Karen Sinclair-Treasurer, Bill Snyder-Judicial, Lance Noe-Drake
Member's Absent:	Dean Learner-Inspections & Appeals and Ron Pothast-Civil Rights
Other Attendees:	Nancy Berggren-DAS-HRE, Patty Allen-DAS-Central, Daryl Frey-DAS-HRE, MaryAnn Hills-DAS-HRE, Ed Holland-DAS-HRE, Dave Werning-Inspections & Appeals.
Opening Remarks Mollie Anderson	<ol style="list-style-type: none"> 1. Chairperson Nancy Richardson called the meeting to order and asked for participant introductions. 2. John Craig, Vice-Chair, made the motion to approve the minutes from the July 29, 2003 meeting. 3. A vote was taken and the minutes were approved.
By-laws corrections:	<ol style="list-style-type: none"> 1. The Customer Council discussed the by-laws and made additional changes. 2. A final draft will be reviewed at the next meeting.
Data:	<ol style="list-style-type: none"> 1. Nancy Berggren explained the packet of information that was given to HRE Customer Council members. She handed out five pieces of data: <ul style="list-style-type: none"> • FY 02 & 03 HRE Level of Activity Data • FY 02 & 03 HRE Data-Reclassifications and Grievances • Payroll Breakdown by Bargaining, Exempt and At-Will Status, Pay period ending July 17, 2003. • DAS-HRE Services • HRE Steps in Major Functions 2. The council asked for additional data: <ul style="list-style-type: none"> • A more detailed list of all services provided by department. • A listing of the services by Merit and Non-Merit categories. • Additional functions charted by steps. 3. Denise Sturm will attend the next HRE Customer Council meeting on 08-27-03. She will explain the HRE projected costs, billings, and the method for distributing funds to agencies. Also Denise will answer any questions that the Council might have. 4. The council asked that the chart be by Large, Medium and Small.
Closing	<ol style="list-style-type: none"> 1. The Council agreed that when members are absent that handouts would be sent to them. 2. The Council agreed that each member representing a Large, Medium and small agency would contact the Management Liaisons from those agencies as appropriate for communication purposes. 3. Nancy Richardson will send to Management Liaisons minutes from our HRE Customer Council meetings and the council's major responsibilities.

**HUMAN RESOURCE ENTERPRISE
CUSTOMER COUNCIL MEETING
Grimes North Conference Room
August 13, 2003 at 1:30 p.m.**

Topics for next meeting:	<ol style="list-style-type: none">1. Nancy Berggren will discuss Charter Agencies.2. Finalize By-Laws.3. Discussion of additional data.4. Denise Sturm will attend and discuss:<ul style="list-style-type: none">• Billings• Cost of HRE services• Distribution of FY04 money to agencies
Next meeting:	August 27, 2003 at the Grimes North Conference room at 1:30 p.m. (INSTEAD OF THE LUCAS BUILDING).
Meeting Adjourned:	The meeting was adjourned at 3:30 p.m. on 08-13-03.